



AMERICAN EMBASSY BUENOS AIRES JOB OPPORTUNITY ANNOUNCEMENT

07/15/04

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| Position Title: | Gardener | Announcement No.: | 71/04 |
| Level of Position: | FSN-04 FP-AA (to be confirmed by Washington) | Opening Date: | 07/16/04 |
| Hiring Level: | FSN-03 or FSN-04 (depending on qualifications) or its grade equivalencies: FP-BB or FP-AA | Closing Date: | 07/30/04 |
| Work Schedule: | 48 hrs. per week | Agency/Office: | MGT/FM |

Eligibility: AFMs, U.S. Citizen Residents in Argentina and Foreign Nationals

Duties and Responsibilities:

Performs skilled gardening tasks in EMR and EOB.
Maintains the correct water quality in the swimming pool and the adequate condition of the tennis court at the EMR.
Performs general gardening and swimming pool tasks in official residencies when required.
Directs, prepares schedule, requests materials, provides day to day supervision, provides information about scheduled and not scheduled works to the area Foreman and Maintenance Supervisor.

Required Skills, Knowledges and Abilities:

Completion of Secondary School and gardening studies.
Minimum of five years experience in gardening, swimming pool and tennis court maintenance
Level II English.
Valid driver license for cars and trucks
Full knowledge of gardening maintenance, pruning, watering
And minor fumigation. Flower and plant care.

Tareas y Responsabilidades:

Realizar tareas de jardinería en la Residencia del Embajador y en la Cancillería.
Mantener la piscina y la cancha de tenis en la Residencia del Embajador.
Realizar tareas de jardinería general y mantenimiento de Piscinas en otras propiedades oficiales cuando sea necesario.
Preparar plan de trabajo, dirigir, supervisar personal de jardinería, pedir materiales e informar al Capataz y Supervisor de Mantenimiento.

Requisitos requeridos para el puesto:

Escuela Secundaria Completa. Curso certificado de jardinería y parquización.
Mínimo de 5 años de experiencia en mantenimiento de jardines, piletas de natación y canchas de tenis.
Inglés Nivel II.
Licencia de Conducir válida para autos y camiones.
Conocimiento de mantenimiento de jardines, poda, riego y Fumigación.

Selection Process:

- EFM and U.S. Veterans will be given preference in hiring over other equally qualified candidates in accordance with current U.S. law and State Department regulations.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Applicants must be eligible for appointment under host government laws and regulations.
- Current employees serving the one-year probationary period are not eligible to apply, as stated in the LES/FSN.
- EFMs who are currently employed under a PIT/FMA must work for 90 calendar days in that position before being able to apply for newly advertised position.
- After an initial application screening, the best-qualified applicants will be invited to an oral interview and an evaluation.

To Apply:

Interested candidates for this position should submit the following:

- Application for Federal Employment (OF-612); or
- Current resume or curriculum vitae.
- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirement of the position.

Submit Application to:

- Via e-mail to: (buenosaires-rrhh@state.gov)
- Via fax to: 5777-4201, Attention Human Resources Office
- Regular mail to: Office of Human Resources, Colombia 4300, 1425 Capital Federal, Argentina